



BELLARMINE UNIVERSITY

SCHOOL OF CONTINUING & PROFESSIONAL STUDIES

# Summer 15

COURSE CATALOG



# lifelong learning for seniors

## ROAD SCHOLAR

Road Scholar educational adventures are created by Elderhostel, Inc., the not-for-profit world leader in lifelong learning since 1975.

Participants in Road Scholar programs come together from all over the United States to learn together. Invite your out-of-town friends and relatives to experience Road Scholar at Bellarmine University and participate yourself as a commuter. Out-of-town participants are housed at a local hotel.

### **OCTOBER 18 - 23, 2015**

A Week with Thomas Merton

### **MARCH 6 - 11, 2016**

A Week with Thomas Merton

For information about prices and schedules, visit [www.RoadScholar.org](http://www.RoadScholar.org) or call 502.272.8161.



The Next Learning Experience

Over 54? Eager to explore new ideas and share your wisdom? Join the Veritas Society – an organization for retired and semi-retired individuals. Membership benefits include: up to 3 free courses per semester, free parking, use of the Library and the Sports, Recreation and Fitness (SuRF) Center and a discount on Bellarmine Continuing Ed courses. Fall and spring memberships are reasonably priced at \$65 per 6-week semester. Membership for the 3-week summer semester is \$35.

For more info, visit [www.bellarmino.edu/ce](http://www.bellarmino.edu/ce) and click on “Veritas Society” in the left hand column.

## instructor-facilitated online learning

Over **400** online courses available!

Visit [ed2go.com/Bellarmino](http://ed2go.com/Bellarmino) for a complete listing of courses.

All courses are instructor-facilitated and run for 6 weeks. Two lessons are released each week. Interactive quizzes, assignments, and online discussion areas supplement the lessons. Course fees start at \$119.

### **PICK YOUR START DATE!**

May 13  
June 17  
July 15  
August 12

Questions? Call 502.272.8166

## **INTRO TO DIGITAL PHOTOGRAPHY**

Enjoy learning the basics of the digital camera. You'll also be introduced to f-stops, shutter speeds, ISO, depth-of-field and composition. Assignments include: architectural detail, nature and people, followed by group critiques for hands-on learning. (Computers will not be used in class.)

**INSTRUCTOR:** Judy Rosati, M.Ed., Rank I in Arts Education, has been teaching photography for 29 years. She taught at Manual's Visual Arts Magnet Program and Artopia.

**LEIS 108 / 4 Mondays / June 8 - 29**  
**6:30 - 8:30 p.m. / \$99** (\$109 after June 1)

## **POST-RETIREMENT FINANCIAL PLANNING**

We'll cover all of the major areas that impact finances during the retirement years, including the current economic environment, investments and markets, taxation and estate planning. Learn how to avoid fraud and dangerous fads, as well as how to identify legitimate choices and spot opportunities.

**INSTRUCTOR:** Steve Franklin, MBA, CFP®, CFS, GEPC, LUTCF, is a Senior Financial Consultant with Kentucky Planning Partners. Steve offers securities and investment advice through LPL Financial member FINRA/SIPC.

**SPEC 338 / 3 Tuesdays / June 16 - 30**  
**10 a.m. - noon / Senior discounted price \$59**  
(\$69 after June 9)

## **KENTUCKY BOURBON PRIMER**

In 1964 an Act of Congress declared Bourbon "America's Native Spirit." Learn about the history, production and styles of Kentucky Bourbon, all while tasting delicious Kentucky Bourbons. This course will be held at the Bristol Bar and Grille, 614 W. Main St.

**INSTRUCTOR:** Scott Harper, Master Sommelier, is an Executive Bourbon Steward and a member of the Stave and Thief Society. Scott works as Corporate Wine and Beverage Director for the Bristol Bar and Grille Inc.

**LEIS 208 / 1 Monday / August 3**  
**6:30 - 8:45 p.m. / \$45 per person - \$80 per couple, includes \$15 materials fee per person** (\$55/person; \$90/couple after July 27)

## **THE WINES OF NAPA VALLEY**

### *And Comparison of Other Noted Regions*

Napa Valley is one of the top tourist destinations of California. Learn about what many consider America's finest wine region through a series of lively lectures and informative tasting sessions. Try the major grape varieties from the Napa Valley's finest wine regions and wineries and compare them to wines from other noted wine regions. This course will be held at the Bristol Bar and Grille, 614 W. Main St.

**INSTRUCTOR:** Scott Harper is a Master Sommelier and Certified Wine Educator. Scott works as Corporate Wine and Beverage Director for the Bristol Bar and Grille Inc.

**LEIS 204 / 3 Mondays / June 15 - 29**  
**6:30 - 8:30 p.m. / \$125 per person - \$225 per couple, includes \$35 materials fee per person** (\$135/person; \$235/couple after June 8)

## **DRAWING WITHOUT FEAR**

Set your fears aside and you'll learn a gentle approach to drawing — one that allows your unique style to emerge. You'll explore the basic building blocks to successful drawing — perspective, composition, texture and more — as you grow more confident in your natural skills. Instructor will address supplies at first class.

**INSTRUCTOR:** Susan Laceywell Clements, MFA, has taught at the university and museum levels.

**ARTS 171 / 6 Wednesdays / June 10 - July 15**  
**6:30 - 8:30 p.m. / \$119** (\$129 after June 3)

## **JAPANESE FOR BEGINNERS**

If you have never taken Japanese before but you'd like to learn the basics, this course is the one for you! You will be introduced to the Japanese writing system—the phonetic Hiragana. The course will focus on conversational skills and basic grammar.

**INSTRUCTOR:** Izumi Agata is a native speaker of Japanese. She is currently teaching a beginner course in Japanese at Bellarmine University and the University of Louisville.

**HMAN 192 / 8 Thursdays / June 18 - Aug. 6**  
**7 - 8:30 p.m. / \$119** (\$129 after June 11)

# youth camps

## ACADEMICS

### WRITE ON!

Bring your imagination! We will supply the skills to help you become a more effective writer. Through a series of interactive lessons, you will learn to write several fictional and non-fictional pieces. These may include poetry, short story, drama, personal narrative, news article, feature article and/or literary analysis. With this workshop, you will definitely expand your writing portfolio!

**INSTRUCTOR:** Rebecca Donahoe is an English Teacher and Literacy Leader at duPont Manual High School. She has 16 years teaching experience and holds an Ed.S. in Educational Administration, MAT, MED, Rank 1 and reading/writing specialist endorsement.

**YOUTH 125 / Ages 10 - 13 / Mon. - Fri.**  
**June 22 - 26 / 9 a.m. - noon / \$139, includes \$10 materials fee** (\$149 after June 12)



**REGISTER BY PHONE**  
**502.272.8166**



**REGISTER ONLINE**  
**[www.bellarmine.edu/ce](http://www.bellarmine.edu/ce)**

## ACADEMICS

### PSAT/SAT PREP CAMP

Learn the skills you need to earn high scores on the PSAT and SAT tests. You'll discover the solution logic behind every question on the newly revised SAT/PSAT tests and learn a high-scoring format for the essay section. Learn how to work effectively and efficiently within the defined time allotments of the tests. Previous attendees have earned perfect scores on the SAT, PSAT and ACT and recognition as National Merit Scholars.

#### Rising 10th & 11th graders

**YOUTH 176 A / Mon. - Fri.**  
**July 6 - 10 / 9 a.m. - noon / \$199**  
(\$209 after June 26)

**YOUTH 176 B / Mon. - Fri.**  
**Aug. 3 - 7 / 9 a.m. - noon / \$199**  
(\$209 after July 24)

### DUKE TIP PREP CAMP

Each year the top 5% of all 7th grade students are invited to take the SAT to qualify as Duke TIP (Talent Identification Program) Scholars. If you are an accelerated learner who is in the top 5% of your class, come learn the skills you need to do your best on this challenging test.

**Rising 7th graders**  
**YOUTH 179 A / Mon. - Fri.**  
**July 6 - 10 / 9 a.m. - noon / \$149**  
(\$159 after June 26)

**YOUTH 179 B / Mon. - Fri.**  
**Aug. 3 - 7 / 9 a.m. - noon / \$149**  
(\$159 after July 24)

**INSTRUCTORS:** Bill McKenzie, MS, is a professional SAT coach. Jed Hilbert, MA, is an English Teacher and Standardized Testing Coordinator at St. Xavier High School.

## ACADEMICS

### MASTERING READING SKILLS

Mastering reading skills will make reading more enjoyable for you and greatly increase your confidence in school. Through fun, engaging activities, you will learn and practice: word-attack skills, sight vocabulary, reading with expression and comprehension skills. To help you become a more fluid reader, you'll spend at least a half hour each day engaged in Reading Plus®, a computer-based system that automatically adjusts its content to provide silent reading practice for students based on their individual needs. You can continue to utilize the computer program at home through August 7.

#### Rising 1st, 2nd & 3rd graders

**YUTH 195 / Mon. - Fri. / June 15 - 19**

**9 a.m. - noon / \$199, includes all materials**

(\$209 after June 5)

**INSTRUCTOR:** Tracy Kuhn, who holds a Master of Science in Education from Indiana University, has taught for eleven years. She currently teaches at Bowen Elementary School.

#### Rising 4th, 5th & 6th graders

**YUTH 185 / Mon. - Fri. / July 6 - 10**

**9 a.m. - noon / \$199, includes all materials**

(\$209 after June 26)

**INSTRUCTOR:** Sarah Blatz, NBCT, teaches at Carter Traditional Elementary School. She has been teaching foundational reading strategies to children for 5 years. Sarah is Nationally Board Certified in Literacy: Reading/Language Arts.

## ACADEMICS

### STUDY SMARTER, NOT HARDER!

NOW is the time to develop the skills that will benefit you in high school and beyond. Learn tools for time management, aspects of efficient note-taking, clues to textbook reading and tips on enhancing memory. You will also be provided with many strategies to help you complete assignments and tests successfully. Give yourself an edge!

#### YUTH 120 A / Rising 7th & 8th graders

**Mon. & Tues. / July 20 & 21**

**9 a.m. - noon / \$99, includes all**

**materials** (\$109 after July 10)

#### YUTH 120 B / Rising 9th & 10th graders

**Mon. & Tues. / July 20 & 21**

**1 - 4 p.m. / \$99, includes all**

**materials** (\$109 after July 10)

**INSTRUCTOR:** Rebecca Donahoe is an English Teacher and Literacy Leader at duPont Manual High School. She has 16 years teaching experience and holds an Ed.S. in Educational Administration, MAT, MED, Rank 1 and reading/writing specialist endorsement.



**REGISTER BY PHONE**  
**502.272.8166**

### A<sup>2</sup> - AWESOME ALGEBRA

Learning algebra CAN be totally awesome! Build balconies with rulers and pennies, use Jolly Ranchers to grasp properties and order of operations, and model equations with algebra tiles are a few user-friendly keys we'll use to understand algebraic concepts. A<sup>2</sup> makes learning algebra fun and interesting.

**YUTH 159 / Ages 12 - 14 / Mon. - Fri.**

**July 27 - 31 / 9 a.m. - noon / \$139**

(\$149 after July 17)

**INSTRUCTOR:** David Richards, who holds a BS in Mathematics Education, is a Math teacher at DuPont Manual High School. He loves to answer the question, "when will we ever use this stuff?"

### G<sup>3</sup> - GREAT GAINS IN GEOMETRY

Dominoes, Pentominoes, Hexominoes, oh my! Build towers with toothpicks and marshmallows, design rectangles with a limited number of cubes, and create colorful origami and artistic tessellations. Discover that hands-on activities can transform difficult geometry concepts into everyday skills.

**YUTH 158 / Ages 12 - 14 / Mon. - Fri.**

**July 27 - 31 / 1 - 4 p.m. / \$139**

(\$149 after July 17)

# youth camps

## COMPUTERS

### BUILDING IMAGINARY WORLDS

If you can imagine it, you can create it! Discover how to build worlds made up of 3D people, animals and buildings. Add elements of fantasy with dragons, spaceships, aliens, spooky creatures or amusement park rides in that world. As you learn to animate objects in this 3D world, you will be learning the basics of 3D programming. We will be using SCRATCH, created by MIT, and ALICE, created by Carnegie Mellon University. Both were created to help students learn fundamental computer programming concepts in the context of creating animated movies and simple video games.

**INSTRUCTOR:** Frank Hulsman, MAT, has taught computer classes for 11 years at St. Xavier High School.

**YUTH 194 A / Ages 10 - 14 / Mon. - Fri.**  
**July 13 - 17 / 9 a.m. - noon / \$149**  
(\$159 after July 3)

**YUTH 194 B / Ages 10 - 14 / Mon. - Fri.**  
**July 13 - 17 / 1 - 4 p.m. / \$149**  
(\$159 after July 3)

### PIXELS TO PAPER

Are you creative? Discover how to take that creativity to the next level as you explore the basics of digital graphics: photo/image handling, creative lettering and layout. Using both professional grade and freely available online graphics tools, you'll create several fun and exciting projects. You'll take home a full color printout of your project and all your files. Bring a USB thumb drive, minimum 2GB. (This camp takes place in a Bellarmine MAC computer lab.)

**INSTRUCTOR:** Mith Barnes, MA, has almost a decade of professional graphic design experience. She has taught digital graphics techniques to both pros and amateurs for over 15 years and is currently a professor at Bellarmine.

**YUTH 197 / Ages 10 - 13 / Mon. - Fri.**  
**July 27 - 31 / 9 a.m. - noon / \$149,**  
**includes print materials** (\$159 after July 17)

## COMPUTERS

### WEB MONKEYS

Hey! Do you surf the web and wonder how a page is made? Come learn how to design and build your very own web page! Explore the basics of HTML and CSS. Then you'll create your personal page, complete with text, graphics, photographs and more. Best of all, the site you create is yours to keep! Come monkey around with us! Bring a USB thumb drive, minimum 2GB and an e-mail address you can access from the web.

**YUTH 105 / Ages 10 - 14 / Mon. - Fri.**  
**July 20 - 24 / 9 a.m. - noon / \$139**  
(\$149 after July 10)

### MOVIE MAGIC

This computer-based course will help junior movie-makers take a story from idea to screen. Students will work in small teams to create a story, make a story-board to plan out every scene and then film it! Back in the computer lab, we'll take our footage and edit it into an amazing mini-movie! Come join us and bring out your inner Spielberg. Bring a USB thumb drive, minimum 4GB.

**YUTH 161 / Ages 10 - 14 / Mon. - Fri.**  
**July 20 - 24 / 1 - 4 p.m. / \$139**  
(\$149 after July 10)

**INSTRUCTOR:** Mith Barnes, MA, has almost a decade of professional graphic design experience. She has taught digital graphics techniques to both pros and amateurs for over 15 years and is currently a professor at Bellarmine.

### KEYBOARDING

Tired of the slow "hunt & peck" style of typing? With this ONLINE, self-paced, instructor-facilitated course, learn to quickly touch-type text you read from a printed page or a computer screen without looking at your keyboard. Improve your typing speed and accuracy with 12 lessons over 6 weeks for \$119. Begin your 6-week course on **June 17** or **July 15**. For details, visit [www.ed2go/bellarmino](http://www.ed2go/bellarmino).

## ARTS

### BROADCASTING BASICS

Would you like to learn to shoot, edit and even star in your own video? How about learning to write for video? Gain tips on how to make an impact either in front of the TV camera or behind-the-scenes. Bring your enthusiasm and, by the end of the camp, you'll be ready to host your own show on the internet.

**INSTRUCTOR:** Gary Fogle is an instructor in Bellarmine University's School of Communication. He worked for 25 years as a television sports anchor/reporter.

**YUTH 196 A / Ages 10 - 12 / Mon. - Fri.**  
**June 8 - 12 / 9 a.m. - noon / \$139**  
(\$149 after May 29)

**YUTH 196 B / Ages 13 - 15 / Mon. - Fri.**  
**June 8 - 12 / 1 - 4 p.m. / \$139**  
(\$149 after May 29)

### COMICS AND CARTOONING FUN

Do you like to draw? Do you enjoy telling stories? Then you have what it takes to be a cartoonist! In this camp you'll learn all the skills you need to make your own comics, inventing your own characters, situations and twists along the way. Learn about perspective and the proportions of the face and body; practice story-boarding; and discover the secrets of the comic Jedi. Making comics may be the most fun thing you do this summer!

**INSTRUCTOR:** Ted Nathanson is an artist who creates books, comics, paintings and drawings. He teaches art classes all over the country and is a member of the Louisville Cartoonist Society ([www.tednathanson.com](http://www.tednathanson.com)).

**YUTH 103 A / Ages 10 - 14 / Mon. - Fri.**  
**June 15 - 19 / 9 a.m. - noon / \$139**  
(\$149 after June 5)

**YUTH 103 B / Ages 10 - 14 / Mon. - Fri.**  
**June 15 - 19 / 1 - 4 p.m. / \$139**  
(\$149 after June 5)



**REGISTER ONLINE**  
**[www.bellarmino.edu/ce](http://www.bellarmino.edu/ce)**

## ARTS

### CENTER STAGE: DRAMA PLUS

Would you like to be in the spotlight? Learn lines, rehearse movements and create characters on the way to producing a short play. Help put together simple props and costumes. Invite your friends and family to see the finished product on Friday! This exciting camp introduces you to basic acting skills while you have all the fun of performing onstage. *Please note: Students will need to spend 1-2 hours outside of camp time learning their lines.*

**YUTH 174 / Ages 8 - 12 / Mon. - Fri.**  
**July 6 - 10 / 1 - 4 p.m. / \$149**  
(\$159 after June 26)

### COMEDY IMPROV CAMP

In this highly-interactive camp, you'll have fun learning the basics of comic acting without a script. Improv will boost your confidence in front of a group. Four mornings you'll learn and practice improv skills, such as character creation and interacting with the audience. Then on Friday, you'll give a performance for your friends and family.

**YUTH 191 / Ages 13 - 16 / Mon. - Fri.**  
**July 27 - 31 / 2 - 5 p.m. / \$149**  
(\$159 after July 17)

### ADVANCED CENTER STAGE DRAMA CAMP

Take your theatre skills to the next level! In the mornings, you'll learn more about theatre in areas as diverse as acting, sets and playwriting. In the afternoons, you'll rehearse a one-act play to perform for your friends and family. Grow as an actor – and have a blast doing it! *Important: This camp is open only to young actors who have previously performed in at least two plays (at school or elsewhere).*

**YUTH 201 / Ages 9 - 14 / Mon. - Fri.**  
**July 13 - 24 / 9 a.m. - 3:30 p.m. (pack a lunch) / \$349** (\$359 after July 3)

**INSTRUCTOR:** George Halitzka is a professional director, writer and theatre educator based in Louisville.

# professional development

## ONLINE CAREER TRAINING

Program hours and prices vary.

Visit [gatlineducation.com/bellarmino](http://gatlineducation.com/bellarmino) for program descriptions, prices and demos.

Questions? Call 877.221.5151

### Business & Professional

- Certified Global Business Professional
- Grant Writing
- Website Design Certification
- Video Game Design and Development
- Certified Bookkeeper
- Purchasing & Supply Chain Management
- Six Sigma Green/Black Belt
- Technical Writing
- and many more!

### Healthcare & Fitness

- Medical Billing & Coding
- Advanced Coding for the Physician's Office
- Advanced Hospital Coding and CCS Prep
- Fitness Business Management
- Administrative Medical Specialist
- and many more!

### Sustainable Energy and Going GREEN

- Principles of Green Buildings
- Biofuel Production Operations
- Certified Indoor Air Quality Manager
- Certified Green Supply Chain Professional
- Certified Indoor Environmentalist
- Solar Power Professional
- Natural Gas Plant Operations
- Wind Energy Professional

## ACCELERATED CERTIFICATE IN FINANCIAL PLANNING

Demand for personal financial advisors is projected to grow 30 percent from 2011 to 2021. Revitalize your career by earning CFP® certification – the certification that consumers recognize, respect and demand.

This program is registered with Certified Financial Planner Board of Standards Inc. Students who successfully complete the program meet the prerequisite education requirement for applying for the CFP® certification exam.

For additional information on earning CFP® certification, visit [www.cfp.net](http://www.cfp.net).

### CLASSES MEET EVERY OTHER WEEKEND

September 18, 2015 – May 28, 2016

Visit [bellarmine.edu/ce/certifinplanning](http://bellarmine.edu/ce/certifinplanning) for complete schedule.

### TUITION

\$4,200 for six-course program. Tuition payment plan is available. Call 502.272.8161 for more information.

### INFORMATION SESSIONS ON CAMPUS

- Thursday, June 18 at 5:30 p.m.
- Tuesday, July 14 at 5:30 p.m.

**TO RSVP, CALL 502.272.8161.**

*Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, Certified Financial Planner™, and federally registered CFP (with flame design) in the U.S., which it awards to individuals who successfully complete CFP Board's initial and ongoing certification requirements.*

## ONLINE Professional Development for Teachers

Courses are instructor-facilitated and run for 6 weeks. Begin your 6-week course on June 17 or July 15.

Teaching Smarter with SMART Boards

Singapore Math Strategies: Model Drawing for Grades 1 – 6

Solving Classroom Discipline Problems

Survival Kit for New Teachers

Integrating Technology in the Classroom

Creating a Classroom Web Site

Teaching Students with ADHD

**For additional information and to register, visit [www.ed2go.com/bellarmino](http://www.ed2go.com/bellarmino).**

# professional development

## HR CERTIFICATION TRAINING:

### *2015 SHRM Learning System® for SHRM-CP® and SHRM-SCP® Certification Preparation*

Learn knowledge, skills and behavioral competencies that will help you be more effective in your HR role and build your confidence for passing the SHRM-CP/SHRM-SCP exam. For complete information about the course and to see the instructor in action, visit [www.bellarmino.edu/ce/professional/shrm](http://www.bellarmino.edu/ce/professional/shrm). For information on the new SHRM credentials, visit [www.SHRMcertification.org](http://www.SHRMcertification.org). Course materials include five comprehensive learning modules, innovative SmartStudy™ tools, and interactive online multi-media resources. You can access the SHRM Learning System via your PC, laptop, mobile device or e-reader.

#### CLASSROOM VERSION

- A structured environment that enhances learning
- An experienced, dynamic instructor explains and applies concepts
- Network and share experiences

**PROF 272 / 12 Thursdays / 6 – 9 p.m.**  
**Sept. 17 – Dec. 10 / \$1,149\*** (\$1,199 after Sept. 7)

#### ONLINE VERSION

- Access the course 24/7
- High quality facilitation with an expert in the HR field
- Cost effective – no travel required
- Includes video presentations of course material

**PROF 407 / ONLINE / Sept. 21 – Dec. 14**  
**\$1,299\*** (\$1,349 after Sept. 7)

\*If interested in Payment Plans, call 502.272.8161 to register.

**INSTRUCTOR (BOTH FORMATS):** Nancy M. Combs, SPHR, has 35 years of executive management experience. She has presented hundreds of programs, consulted with more than 500 clients worldwide and serves as an expert witness on issues related to employment practices.

## PROFESSIONAL CERTIFICATE IN GERONTOLOGY

Bellarmino's Professional Certificate in Gerontology will provide you with the knowledge and skills to effectively meet the needs of the aging population in a wide range of careers.

#### WHO SHOULD ATTEND

The program is relevant for nurses; social workers; occupational, recreational, physical, and respiratory therapists; psychologists; and physical fitness professionals.

#### CURRICULUM

The Professional Certificate in Gerontology is awarded for successful completion of **EIGHT WORKSHOPS** and a 12-hour **FIELD PLACEMENT**. **The eight workshops are held from 8:30 a.m. – 3 p.m. on the second Friday of each month, September 2015 through April 2016.**

**For workshop descriptions, objectives, and info about the field placement and CEUs, visit [www.bellarmino.edu/ce/gerontology](http://www.bellarmino.edu/ce/gerontology).**

**COORDINATOR AND INSTRUCTOR:** Patty Ingle, MSW, MA, LHFA, earned a Gerontology Graduate Certificate. She is a licensed Health Care Administrator.

**INSTRUCTORS:** Missy Bonsutto, RN, BC, MSN, is a Regional Director of Operations for Almost Family.

Kathy Hager, DNP, APRN, FNP-BC, CDE, a Retired Hospice Nurse, is an Assistant Professor in Bellarmino's Lansing School of Nursing.

Ronnita Usher, DNP, APRN, FNP-BC, FNP-C, is a Family Nurse Practitioner and Clinical Video Telehealth Coordinator at Veterans Hospital.

Misty Clark Vantrease, JD, is an equity partner at Kentucky ElderLaw, PLLC.

**TUITION:** \$999, includes all materials and field placement (\$1,049 after Aug. 28)

Payment plan is available. Call 502.272.8161 for information.

Continuing Education hours are available for social workers and nurses.

# professional development

## THE AMERICAN PAYROLL ASSOCIATION'S PAYTRAIN COLLEGE AND UNIVERSITY CERTIFICATE® PROGRAM

As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with the changing payroll regulations and procedures. The American Payroll Association (APA) has partnered with Bellarmine University to provide a solution to your training needs! The Certificate Program consists of two non-credit courses:

### PAYTRAIN FUNDAMENTALS

Learn the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification examinations. Gain the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties.

**PROF 460 / 10 Thursdays / Sept. 17 – Nov. 19, 2015 / 6 – 9 p.m. / \$749, includes \$325 materials fee and access to interactive online applications (\$799 after Sept. 7)**

### PAYTRAIN MASTERY

PayTrain Mastery provides students with an in-depth understanding of advanced payroll topics. This part of the program is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. (To qualify for CPP certification, candidates must have earned three years of payroll experience in the five years prior to taking the exam.)

**PROF 461 / 12 Thursdays / Feb. 11 – Apr. 28, 2016 / 6 – 9 p.m. / \$849, includes \$325 materials fee and access to interactive online applications (\$899 after Feb. 1)**

**INSTRUCTOR:** Tamara Hart Goodman, CPP, has earned a Master of Science in Business Communication. She has more than 20 years of payroll experience across multiple industries.

**For additional information, visit [www.bellarmino.edu/ce/PayTrain](http://www.bellarmino.edu/ce/PayTrain)**

## DEGREE COMPLETION

According to a U.S. Treasury Department report "The Economic Case for Higher Education," the weekly earnings of people with a bachelor's degree are an average 64% higher than those workers with only a high school diploma. If you began working toward a bachelor's degree but dropped out of school, NOW is the time to complete your degree and reap the many benefits a college degree affords you.

Call David Kline at 502.272.8209 to find out if you are eligible to take advantage of an exciting opportunity at Bellarmine to complete your first bachelor's degree at a reduced cost.

## SUMMER SCHOOL AT BELLARMINE

Term II (5 weeks)    May 26 – June 25

Term III (5 weeks)    June 29 – July 30

Term IV (10 weeks)    May 26 – July 30

Visit [www.bellarmino.edu/summer](http://www.bellarmino.edu/summer) to view the summer school schedule online or call 502.272.8166 to receive a printed schedule.

# registration information

You must register before attending a class and payment must be received before your enrollment is confirmed. We reserve the right to cancel any class that does not have adequate enrollment. To avoid disappointment, register early!



## Call 502.272.8166

Please be prepared to provide your charge card number



## Click "Enroll Now"

at [www.bellarmine.edu/ce](http://www.bellarmine.edu/ce)

**Complete registration form found at [www.bellarmine.edu/ce/registration](http://www.bellarmine.edu/ce/registration)**



## Mail form with payment

(Visa, MasterCard, Discover, American Express or check)

To: Continuing Studies, 2001 Newburg Rd., Louisville, KY 40205



## Fax form with payment

to 502.272.8203

## Refunds

### Five or more sessions:

- 100% if notification is received 10 or more days before the first class.
- 50% if notification is received less than 10 days before the first class but prior to the second class.
- No refund after the second class.

### Four or fewer sessions:

- 100% if notification is received 10 or more working days before the first class.
- 50% if notification is received less than 10 days before the first class.
- No refunds after the course begins.

**All refunds are subject to a minimum \$10 administrative fee**

## Discounts

- Please indicate eligibility when registering.
- Discounts cannot be honored when registering online.
- Some courses/programs are exempt.
- Discounts subject to space availability.
- Discounts do not apply to materials fees.

**Seniors age 60+:** 10%

**Veritas Society members:** 15%

**Bellarmino alumni:** 15%

**Part-time Bellarmine students:** 25%

**Full-time Bellarmine students:** 50%



*If you have accessibility questions or other disability-related needs, please contact the Disability Services Coordinator at 502.272.8480 at least two weeks prior.*

## SCHOOL OF CONTINUING & PROFESSIONAL STUDIES

Sean J. Ryan, Ed.D.  
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Linda S. Bailey  
Director of Continuing Education  
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502.272.8161

Martha Strobel  
CE Enrollment Coordinator  
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